

How to Set up an ACH Template

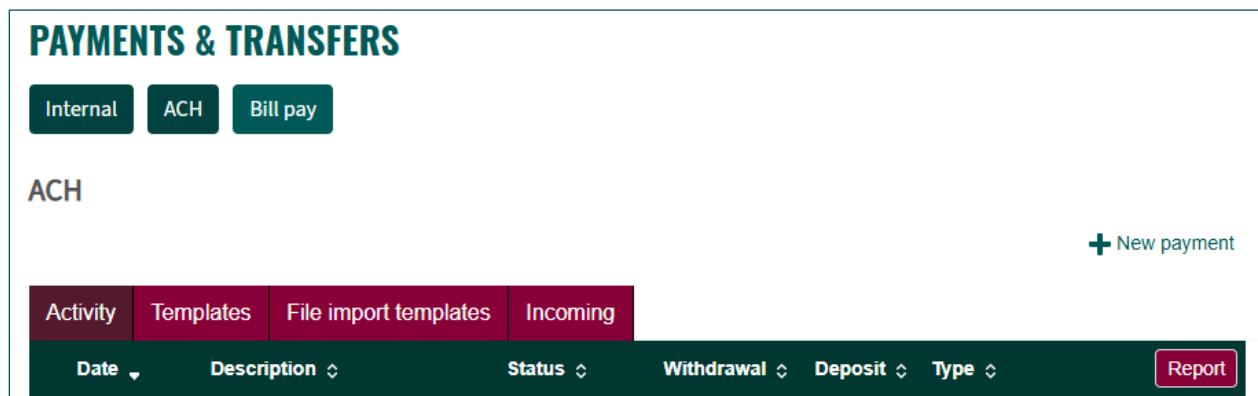
Setting up a template can be done two different ways, from a previously sent ACH batch or by creating a new ACH template manually.

Creating a Template from a Sent ACH Batch

1. From the main home screen, click on **Payments & Transfers**.



2. Select **ACH**.



3. Choose an ACH batch that has been created and previously sent and click on the **Description** in green.

| | | | | | | | |
|---|--------------|----------------|-----------|-------|-------|---------|------|
| ♥ | Dec 03, 2025 | UPS Bill 12.2 | Processed | 67.37 | 67.37 | Payment | Copy |
| ♥ | Nov 06, 2025 | UPS Bill 11.05 | Processed | 32.20 | 32.20 | Payment | Copy |
| ♥ | Oct 23, 2025 | UPS BILL 10.22 | Processed | 13.91 | 13.91 | Payment | Copy |

4. Scroll to the bottom of the screen and choose **Save as Template**

Return to ACH activity

Save as Template

5. **Template Name** – Use all capital letters (ex. PAYROLL or BUILDING C RENT) to clearly identify the batch.
6. **Type** – For recurring payments, select **Repeat** and choose a frequency. Then, specify whether the batch should process the **next** or **previous** business day if the effective date falls on a weekend or holiday. *We recommend selecting "previous day."*
7. **Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.

PAYROLL

Undo all changes

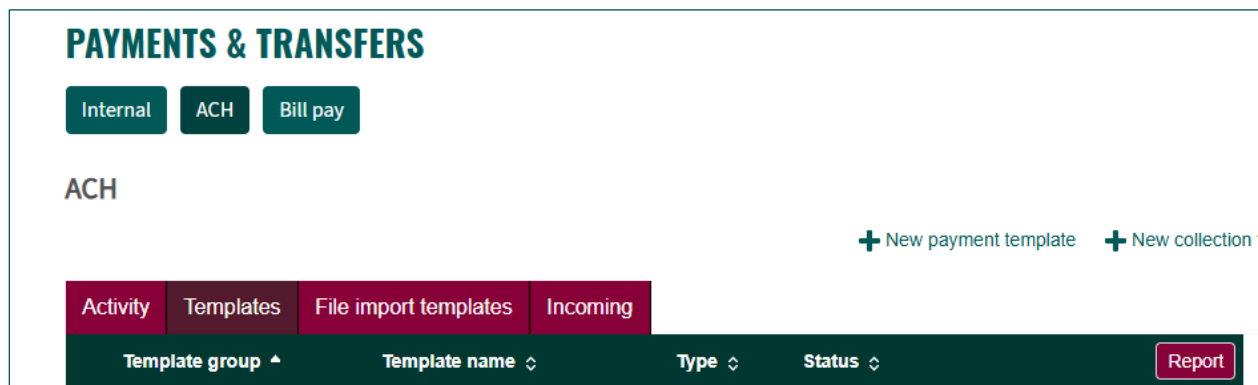
| | | |
|--|--|--|
| Template name * <input type="text" value="PAYROLL"/> | Tax identification number <input type="text"/> | Template group <input type="text" value="Payroll"/> <div>+ New</div> |
| Type Payment (Prearranged deposit - PPD) | <input checked="" type="checkbox"/> Repeat | From amount <input type="text"/> |
| Frequency <input type="text" value="Weekly"/> | To amount <input type="text"/> | For non-business day use <input type="text"/> |
| Total withdrawal <input type="text"/> | Total deposit <input type="text"/> | |

Creating and Entering an ACH Template Manually

1. From the main home screen, click on **Payments & Transfers**.



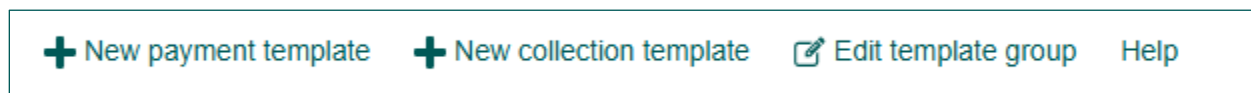
2. Select **ACH**.



3. Click **Templates**.

4. Click **New Payment Template** OR **New Collection Template**.

- Select **Payment** when paying another person/company.
- Select **Collection** to collect funds from a person/company.



5. If creating a **"New Payment Template"**, choose the **Type**:

- **Payroll-PPD** for payroll files
- **Prearranged Deposit-PPD** for payments
- **Company-CCD** is typically not used when sending ACHs with Reliance State Bank.

New payment template

Type *

- Payroll - PPD
- Prearranged deposit - PPD
- Health savings contribution - PPD
- Federal taxes - CCD
- State/local taxes - CCD

6. If creating a “**New Collection Template**”, select Type of **Prearranged Payment PPD**.

New collection template

Type *

- Prearranged payment - PPD

Indicates required field

7. Click **Continue** to proceed.
8. Complete a **New Payment Template**.
***Note:** For a **New Collection Template**, the “**Pay From**” section appears first. For example, when collecting rent, enter the renter’s information in the “**Pay From**”, and your Reliance State Bank account in the “**Pay To**”.*
9. **Template Name** – Use all capital letters (ex. PAYROLL or BUILDING C RENT) to clearly identify the batch.
10. **Type** – For recurring payments, select **Repeat** and choose a frequency. Then, specify whether the batch should process the **next** or **previous** business day if the effective date falls on a weekend or holiday. *We recommend selecting “previous day.”*
11. **Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.

New template

Template name *

Tax identification number

Template group

Payment ▾

+ New

Type
Payment (Prearranged deposit - PPD)

☐ Repeat

From amount

To amount

Total withdrawal
\$0.00

Total deposit
\$0.00

12. User Access – Choose who can view, edit, and send the template.

Recommendation: Select "All Current and Future Users" to avoid manual updates when new employees are added.

User access

☒ All current and future users
☐ Specific users

13. Pay/Hold Account – Select the funding account and enter the total ACH batch amount.

- To pay from multiple accounts, choose the **+Add Another Pay From.**

Pay from

Show Details Show Filter

Pay all ☐

Pay/Hold ▾ Account * ▾

Pay ☐

Select an account ▾

×

+ Add another pay from

Allow additional rows
☐ No

14. Pay To – Enter the following for each recipient:

- Name (first and last)
- Routing Number (bank name will auto-populate for verification)
- Account Number
- Account Type (select from dropdown)
- Amount

Pay to
Show Details
Show Filter

Pay all
☐

| Pay/Hold | Name * | Identification | Routing transit * | Account number * | Account type * | Amount * |
|---|----------------------|----------------------|---|----------------------|--|---|
| Pay <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | Select a type <input type="button" value="v"/> | <input type="text"/> <input type="button" value="X"/> |
| Pay <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | Select a type <input type="button" value="v"/> | <input type="text"/> <input type="button" value="X"/> |
| Pay <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | Select a type <input type="button" value="v"/> | <input type="text"/> <input type="button" value="X"/> |
| Pay <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | Select a type <input type="button" value="v"/> | <input type="text"/> <input type="button" value="X"/> |
| Pay <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | Select a type <input type="button" value="v"/> | <input type="text"/> <input type="button" value="X"/> |

+ Add another pay to

Allow additional rows

☐ No

* Indicates required field

Save
Cancel

15. Save Template

Click **Save**. You'll be redirected to the Templates page, where the new template will be available to send, edit, or delete.